

Cumberland Fire District Monthly Fire Committee Meeting

Minutes December 9, 2014 7:30pm Cumberland Town Hall Chambers

The meeting was called to order at 7:35 pm, a moment of silence and the Pledge of Allegiance was recited.

Present: Chairman Lemois, Commissioners Scullin, Champagne, Ouellette, Parent and Koutsogiane. Absent; Commissioner Frank Matta, the Chair noted that the Commissioner is on vacation.

Commissioner Champagne moved to accept the November 25th minutes, second by Commissioner Koutsogiane.

Chairman Lemois requested that the line for the adjournment be amended to "Commissioner Parent made a motion to end the meeting" Commissioner Champagne moved to make the amendment, second by Commissioner Parent. Vote on the amendment passed 6-0.

There was no further discussion and the motion accept the 11/25/14 minutes passed 6-0.

Old Business: Item FC-R-2014-02 concerning budgets was tabled from the November 25th meeting. This item has since been withdrawn.

New Business:

6A&B – Chairman Lemois stated we are still getting our scheduling to sync between the treasurers and tax collectors. As some could not attend to report the reports will be forwarded to the committee with the minutes. There is no cash flow issues at this time.

C. Update from the Chief search committee. This committee met last week and there was a pre-interview package made for the applicants and the process was established. The interviewing will start next week for this position. There will be a committee meeting on December 22 to select a Chief.

D. Commissioner Ouellette addressed the meeting about the strategic planning and how it works. This committee is to establish a vision and a mission statement. Where does the district want to go not for just this next year but for long term? This is something that will not happen right away. It will take some time. Chairman Lemois distributed a handout further explaining strategic planning.

E. Resolution FC-R-2014-03: Video Recording policy. This resolution is to establish a policy to record all meetings to be put on the internet and the web site as needed for transparency. Chairman Lemois then gave details on how and what equipment would be needed. He has investigated some equipment and costs. Commissioner Champagne moved to approve investigating the costs and what is needed for the Video policy, second by Commissioner Parent. Commissioner Koutsogiane questioned if this is the time to invest in this at this time in the process as he thought the cost was reported to be too high. Chairman Lemois explained the 12,000 cost is what it would be if we used the Town's system. The cost we are looking is approximately \$2,000 to \$3,000. Further explained that it was moved to approve the Chair to investigate costs not to buy. The motion was voted on and passed 6-0.

F. Resolution FC-R-2014-04: Is to establish a policy for the department to go paperless. Chairman Lemois explained that it is more efficient and cost effective to go paperless. Chairman Lemois was seeking approval to cost estimate the equipment needed for the committee and key employees. Commissioner Champagne moved approval, second by Commissioner Ouellette. The motion was voted on and passed 6-0.

G. Resolution FC-BR-2014-01: Budget Resolution. The Valley Falls station (station #1) had work done on their roof prior to the merger. This work was approved by the past board. During this work there was a cost overrun. This resolution is to approve the cost overrun of those added roof repairs. The work was done by the WF Holmes Company and Chairman Lemois gave details concerning the extra work. The total cost for the extra work is \$5,972.73. Commissioner Scullin moved approval, second by Commissioner Champagne. The cost will come from line 630 of the Valley Falls budget. The motion was voted on and passed 6-0.

December 9, 2014 Fire Committee minutes continued

H. Resolution FC-R-2014-04: This item is to establish a maximum amount an authorized person can commit the district to pay without board approval. Chairman Lemois suggested that the maximum would be \$1,000.00 and asked for any input. There was discussion and Commissioner Champagne suggested to change the maximum to \$2,500.00. Commissioner Koutsogiane asked that this be for items not budgeted. Commissioner Lemois and Commissioner Champagne explained gave examples. Commissioner Champagne moved to amend the resolution and raise the limit to \$2,500 and that this be reviewed in six months, second by Commission Parent. Under discussion the Chairman requested that the Chief's the Chair if this situation ever is used. Amendment was passed 6-0 Commissioner Champagne moved approve FC-R-2014-04 as amended, second by Commissioners Ouellette and Koutsogiane. The motion was voted on and passed 6-0.

I. This item is to review the RIEGOV process. Commissioner Lemois passed this question to Diane the tax collector from the Cumberland Hill department. Diane addressed the meeting and gave details on how the taxpayers pay their bills through the RIEGOV with their credit cards. The taxpayer can logon into the website and pay their bill and the 3% charge to use this website is paid by the taxpayer. Once Diane downloads the payment and posts it then she can send a receipt. There was more details given and discussion. The Cumberland Hill district has been using this process for several years and are very satisfied.

Chief Jackvony then addressed the board about sending his administrative assistant to the Assistant Deputy Fire Marshal course coming up from January 5 through March 19th at the cost of \$300.00. He feels that this would be a good addition to the department for better customer service to the taxpayers. He also gave details on how this would be completed in conjunction with the normal scheduled work. There was discussion and questions concerning the need to add another person as there are several throughout the district that have passed this course. Commissioner Ouellette stated that she feels that this is important at this time to keep the district up to date with fire codes etc. Chairman Lemois expressed concern making such a large commitment when the organization of the district even next month is unknown. Commissioner Koutsogiane moved approval, second by Commissioner Ouellette. Roll call vote: Commissioner Scullin aye, Commissioner Champagne nay, Commissioner Ouellette aye, Commissioner Parent nay, Commissioner Koutsogiane aye, Chair voted nay. Vote was 2-2 motion fails.

Commissioner Lemois then addressed the meeting about how the meetings will run and how important it is for all to keep an interest in the new district. He also thanked all that keep attending the meetings.

Ghislaine Therien who was the clerk for the North Cumberland fire commissioners then addressed the board about being interested in the clerk's position for the new district. The Chairman thanked her for her interest and that until there is a reorganization all clerks are still employed by the district. At such time a change is to be made all would be welcome to apply.

Commissioner Koutsogiane moved to adjourn second by Commissioner Ouellette, passed 6-0.

Respectfully Submitted:



Nancy Nixon
Temporary Clerk for the
Cumberland Fire Committee